

INSTRUCTIONS AND EXPLANATIONS


SUMMARY END PRODUCT DATA SCHEDULE

SEPDS A -- ALL DONATED FOODS

This form can be used for both substitutable and non-substitutable donated food (DF) end products. All end products to be processed must be submitted on an End Product Data Schedule (EPDS) and approved by either USDA or the State Agency. Each applicable DA must approve the Summary of End Product Data Schedule (SEPDS).

Check the appropriate box for “National Summary” if the EPDS were approved by USDA or “State Summary” if the EPDS were approved by the state.

Enter name of processor in upper right hand corner in place of "processors name". If multiple pages are needed, the processors name will appear on each page.

SEPDS are valid for the processing year from July 1 to June 30. After the initial SEPDS is approved, processors should submit an additional SEPDS for revised data for products listed on the original SEPDS or for additional (new) products. To assist state agencies in tracking revised or new products, please indicate revised product information by showing all data in italics and new products by copying the “new” starburst () when applicable.

Column A	List finished end product code and product name as shown on the label (Column 1 of the EPDS).
Column B	List the net weight of one case of finished product as shown on the label (Column 2 of EPDS).
Column C	Indicate the minimum number of servings per case (Column 3 of EPDS).
Column D	Indicate the net weight of each serving (Column 4 of EPDS).
Column E	List all commodity codes and donated foods that can be used in the formulation of each end product. If there are multiple donated foods possible in a single product, copy a check mark box from another part of the schedule, so that states may indicate which DF will be available for processing in their state.
Column F	<p>This is the amount of DF drawdown per case of product and varies dependent on the commodity:</p> <p>For substitutable foods -- Column 10 of EPDS 1</p> <p>For Guaranteed Return of red meat products -- Column 8 of EPDS 1</p> <p>For Standard Yield of Poultry products -- Column 8 of EPDS 3</p> <p>For Dairy Products -- Column 9 of EPDS 4</p>
Column G	Check the box if By-Products other than Re-Work result. If no by-products are produced leave check box blank.
Column H	Value per pound for the DF as established in accordance with USDA stipulated pricing (November 15th Price File see: http://www.fns.usda.gov/fdd/programs/state/).
Column I	Indicate the Percentage of Yield (Column 9 of EPDS 1, Column 10 of EPDS 3 and Column 10 of EPDS 4).
Column J	Discount or refund value per case of finished product is calculated by multiplying the per pound value in Column H by the pounds of DF Column F.

- Column K Indicate the effective date for each approved end product. It is recommended the effective date be July 1. For products approved after the beginning of the school year, states may choose to back date the effective date to the first of the year (this is the simplest for accounting and tracking purposes). If the state prefers not to back date, select the first date of the chosen month.
- Column L If the processor is not able to offer all products listed on the EPDS to a particular state, the processor may check the appropriate box for “State Approval” to indicate which products they desire to have approved for processing in that state. Ideally, processors will customize SEPDS for states by “hiding” the rows of products they are unable to offer in a given state. States have the option to decline to approve certain products for their state.

The Processor and State agency must always sign the SEPDS. If the state has approved the EPDS, the SEPDS is optional. If “state summary” is checked in upper left hand corner, then the state approved the EPDS and the schedule should not be submitted to USDA and USDA will not sign it.

In the bottom margin the date report is printed will automatically update. Please do not modify this feature as it will help everyone easily track the most current SEPDS. Update the school year if necessary in the page set up, bottom margin. The page number and number of pages will automatically update.

Instructions for Processors: Add as many additional lines in the main body of the schedule to accommodate all products. In this way, multiple pages will print automatically if needed and there will be one set of signature blocks on the last page. After Nov. 15, processors may complete columns H and J before submitting to USDA (and column K for the initial schedule with the July 1 effective date). Submit the form to USDA for approval without the company signature.

USDA will lock the parts of the Excel spreadsheet when they approve the schedule and return it electronically to the processor. After USDA has signed the SEPDS processors may complete additional columns. Processors have the option of hiding certain rows, (even if the data is locked), to prepare customized summary schedules for various states. For example, a state requiring products be submitted to a state University for testing prior to acceptance for processing, would not want all of a company’s products listed on the SEPDS, but just those available in the state. Processors are encouraged to list only those products you request be approved for individual states. USDA will not sign duplicative SEPDS customized for each state.

Instruction for Federal Agency approval of SEPDS:

Columns A – G are based on approved EDPS. This information is to be verified by the agency approving the EPDS and signified by signing the second signature block. Approved SEPDS are to be returned to the Processor.

Instructions for States:

Column H-L are completed by the processor and the state agency should verify that contract value (Column H) and the calculation in column J is correct. State should also review the effective date and state agency approval, if completed by the processor, or complete those columns themselves. For all calculations, use normal round-off procedures to two (2) decimal places except Column H, which should reflect the actual commodity value, which will be expressed in four (4) decimal places.

Submit all SEPDS to:

npa@fns.usda.gov

Fax 703-305-2430

Mail: USDA/FNS Headquarter

Food Distribution Division

Attn: Processing Initiative Team

3101 Park Center Drive, Room 500

Alexandria, VA 22302-1500

Questions: Call USDA FNS at 703-306-2680